

Job Description and Person Specification

Role

Site Manager (Secondary)
Beckfoot Trust
Salary/Grade: S01
Reporting to: Cluster Business Manager

**CREATING
REMARKABLE
SCHOOLS**



JOB DESCRIPTION

Corporate Responsibilities

- Ensure the effective operation of site and lead on health and safety practice compliant with legislation and regulations, supporting students to achieve top 10% outcomes in a remarkable learning environment
- You will ensure probity, propriety and adherence to the Nolan Principles, both in your personal conduct and throughout the Trust
- Contribute to a culture of relentless improvement, where feedback is a gift
- Comply with policies and procedures relating to Child Protection; being vigilant for signs that children maybe being abused and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable duties as requested by the Headteacher(s) / Line Manager
- Uphold an individual and organisational commitment to a culture of safeguarding for all

This is a school based role that will involve contact with children.

Key Duties and Responsibilities

- Responsible for the effective operation of the site including cleaning, security and maintenance for the site buildings and grounds, maintaining a good state of repair and appearance and supporting the development and implementation of longer-term plans in line with schools aims
- Line manage and lead on recruitment, induction and appraisal of designated support staff, providing effective communication, training and mentoring to enable staff to carry out duties
- Manage PFI/building and maintenance contracts applicable to the school
- Responsible for effective schedules and processes to meet cleaning, maintenance and security needs in relation to buildings, utilities, equipment/resources and grounds
- Manage a range of buildings systems, providing solutions and support for effective functioning
- Support central colleagues, function lead and SLT with management of health and safety, ensuring that health and safety policies are actively used and compliance in practice
- Manage a portfolio of risk assessments and provide timely assurance checks for site, identifying potential hazards and implementing follow up action to maintain safe and secure learning environments in line with Trust and statutory H&S requirements
- Manage responsive and efficient site services, communicating effectively with colleagues to plan activity in relation to schools and site requirements
- Responsible for up to date and accurate records of maintenance and compliance in relation to health and safety and site, ready for inspection when required
- Responsible for appointment and safety of contractors, ensuring Trust procedures are followed
- Ensure evacuation, invacuation and lockdown procedures are tested and recorded.
- Lead on identified improvement projects, linking with function lead and SLT as required
- Develop and prepare reports and management information, with interpretation as required
- Promote opportunities for income generation and manage budget requirements, ensuring best value is achieved in collaboration with the Cluster Business Manager
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Provide/coordinate out of hours and emergency site cover or support for colleagues
- Lead and support meetings and undertake duties as required in line with school calendar, sharing expertise and supporting others
- Assist with supervision and welfare of pupils, contributing to effective behaviour management in school
- Contribute to the development of systems and procedure in the school, support the life of the school and work within the overall aims and objectives of the school

JOB DESCRIPTION

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent skills, techniques and knowledge in teaching role
- Seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- Actively engage in the school coaching offer and appraisal process

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required:

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Date: March 2023

PERSON SPECIFICATION

Site Manager (Secondary)

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	- Minimum of five GCSE (A-C/4+) including English and Maths or equivalent e.g. Adult Literacy/Numeracy at Level 2 - IOSH certification or willing to work towards - Evidence of relevant CPD activities / research - Full UK Driving Licence - Experience driving tractor or willingness to learn	- Level 4 qualification or equivalent experience - Relevant trade skills - First aid qualification/ Minibus Training	Application
Experience	Recent and successful experience of leading or supervising relevant services	- Experience of supporting school-based services - Awareness of Multi-Academy Trusts	- Application - Interview
Knowledge, Skills and Ability	- Lead and work constructively as part of a team to deliver excellent service - Excellent communication and interpersonal skills - Effective risk assessment skills - Effective ICT skills within an office environment and knowledge of Microsoft Office - Knowledge of relevant policies/legislation for site maintenance, health and safety - Ability to analyse and interpret information - Ability to influence and lead others to solutions - Ability to work with agility and add capacity in the Trust - The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines - Ability to relate well and work effectively with children and adults	Management of contractors and understanding of RAMS and CDM requirements	- Application - Interview
Character/ Values	High commitment to safeguarding and promoting the welfare of children	Interest in the Trust's wider role in the community	- Application - Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	• A passion for education and a deepfelt desire to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity and equality • Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership • Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' • Emotionally intelligent: know when to direct and when to challenge • Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example • Understand the importance of work/life balance • Resilient, flexible and hardworking		
Personal Circumstances	• Legally entitled to work in the UK • Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 • Flexible to support out of hours activity on occasion		• References • Interview